

## **Memorandum of Administrative Policy Grading Policy and Procedures**

**Area:** Academic Affairs

**Section:** Faculty Curriculum and Instruction

**Number:** 07.A.06 AP

### **Purpose**

This document describes policies for assigning and modifying course grades at UHCL.

### **Grade Assignments**

Only the course instructor may assign a grade for a student.

### **Grade Changes**

Grade changes are allowed for only one of the following three reasons:

1. Removal of an incomplete grade.
2. Result of a grade appeal or hearing.
3. Correction of instructor error.

Other than removing an incomplete, grades will not be changed on the basis of extra work submitted after final grades are assigned.

Grade changes may be made by the instructor or the appropriate Dean, Associate Dean, or Dean's designee in the absence of the instructor. After one long semester, a grade change submitted by an instructor must be approved by the Dean, Associate Dean, or Dean's

designee of the College in which the course is located. Grade changes must be completed within one year after the initial grade is posted. Grade changes resulting from the completion of In Progress (IP) or Incomplete (I) work may only be initiated by the instructor of record, the Dean, Associate Dean, or Dean's designee.

## **Grading Procedures**

### **1. Class Roster**

Class rosters are available via E-Services in the Faculty Center. The first day class roster is available on the first day of class. It contains the name of each student officially registered in the class. Students not listed on the roster should be referred to the Office of Academic Records (Registrar's Office) immediately to resolve their schedule discrepancy problem.

The Census Date Class Roster is available after the census date of each session. The Census Date Class Roster contains the names of all students officially registered in the class for the session. Only students listed on the Census Date Class Roster will appear on the Grade Roster and will be eligible to receive grades for the class. Any student attending class who is not listed on the roster and who is not auditing the class should be referred directly to the Office of Academic Records.

Faculty should indicate if the student is present by checking the box next to each student and submitting the roster electronically by the submission deadline indicated.

### **2. Grade Rosters**

Grade rosters constitute the official record of grades reported by instructors for all students officially enrolled at the University. Session grade rosters are produced by the

Registrar's Office and distributed during the week prior to final exams. If an instructor does not receive his/her grade rosters, the instructor should notify the Registrar's Office immediately. Grades of No Grade ("NG") are assigned to students when grade rosters are missing or late. Once an "NG" is assigned, the instructor must complete a grade change for each student on the grade roster. Students who receive an NG may not be eligible for the Dean's List; in addition, decisions regarding suspension/probation and graduation may be affected if grade rosters are not submitted in a timely manner. It is imperative, then, that all grade rosters be submitted to the Registrar's Office prior to the deadline. Valid grades are noted on the grade roster. Only the grades indicated on the roster are acceptable; invalid grades will be ignored. If a student drops a course prior to the census date, the student will not appear on the grade roster, and no record of the course will appear on the student's transcript. For student-initiated drops after the census date, a grade of WQ will be assigned. For withdrawals or administrative drops after the census date, a grade of WX will be assigned. A grade of WX or WQ cannot be assigned to a student who has not officially dropped or withdrawn.

### 2.1. Completing the Grade Roster

The Grade Roster is available via the Faculty Center in E-Services to the official instructor of record. The online grading documentation will be provided by the Office of Academic Records each semester. The input of grades period and grading deadlines will be published in the Online Grading Documentation and will be strictly adhered to.

### 2.2. Grades of In Progress ("IP")

Grades of In Progress ("IP") are only valid for Master's Thesis, Project, Dissertation Residency and Internship classes that are still in progress.

### 2.3. Incomplete Grades

A grade of Incomplete ("I") may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incomplete grades are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements. When assigning the grade of "I," instructors provide students with an Incomplete Grade Contract which outlines the work to be accomplished before the "I" can be converted to a final grade and specifies a deadline date; this contract constitutes an agreement between instructors and students. A grade of "I" must be resolved within the time limit set by the instructor; however, such limits may not be extended beyond the last day of classes of the next long semester following the semester in which the "I" was assigned. Failure to resolve an "I" will result in its conversion to a final grade of "F" on the student's permanent record. An "I" can be converted to a final grade only. A notation regarding a grade changed from an incomplete will appear on the student's transcript. Students should not reregister for a course to complete a grade of "I." If any portion of the course must be repeated, students must sign up as an auditor for the course and pay the appropriate fees. The Incomplete Grade Contract must be submitted to the Associate Dean's Office of their college.

2.3.1. Students on academic probation who have outstanding "I" grades will remain on probation until all incomplete grades are resolved. Students who have accumulated two or more unresolved grades of "I" may not register for additional courses without the approval of the appropriate Dean, Associate Dean, or Dean's designee. "I" grades are not calculated in the GPA. An "I" which has been changed to a grade or has been converted to an "F" will be

recorded and academic action taken during the semester of the grade change.

Faculty should review the grades they submitted. Grades can be reviewed from the Faculty Center in E-Services. If discrepancies are found, the faculty member should notify the Office of Academic Records immediately.

### **3. Auditing Courses**

Students may audit courses if they meet the admission requirements of the University and have the permission of the course instructor. Application forms to audit a course may be obtained from the appropriate Dean's office.

Registration to audit a course is on a space-available basis. Only after all registration for a semester has been completed and after a determination is made that space is still available, will individuals be assigned to particular courses for auditing purposes.

Students who audit a course are eligible to attend class only. Auditing does not include any further participation in class and does not provide a grade for the course. No official registration at the University is noted on the student's record; the student is not on the official class roll and will not appear on the Semester Grade Roster. Regular tuition and fees are paid by auditors.

### **4. Withdrawal from a Course**

The University has policies governing voluntary withdrawal, administrative withdrawal, and the assigning of the withdrawal mark. These policies can be found in more detail in the Program Requirements section of the Catalogs. Students who drop a class or withdraw from all classes after the census date of the session but no later than the withdrawal deadline as stated in the Academic Calendar will receive one of the following grades: "WQ" (Student-

initiated drop, No Evaluation) or “WX” (Administrative Drop or Withdrawal, No Evaluation). These grades imply no evaluation of the student’s performance prior to the drop or withdrawal. Students may retain auditing privileges with the instructor’s consent. Students who do not withdraw prior to the deadline will be given a final grade by the instructor based on performance.

## **Review and Responsibilities**

This policy will be reviewed by The Office of the Provost and Faculty Council every five years or sooner, if warranted.

Responsible Parties: Faculty Council Curriculum Committee

Review: Every 5 years

## **Revision Log**

Revision Number: 1, Approval Date: 05/14/2025

Revision Number: 2, Approval Date: 05/11/2026

Description of changes: Combined Grading Policy and Grading Procedures. Grading Policy was revised to allow designees of the Dean to assign grades in the absence of the instructor. The Procedures were modernized from 1999 to 2026, reflecting a fully electronic process for submitting and changing grades.

**Approval**

Approved by:

*/ Dr. Edward R. Waller /*

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**Senior Vice President of Academic Affairs and Provost**

*/ Dr. Richard Walker /*

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**President**

*May 11, 2026*

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**Date**